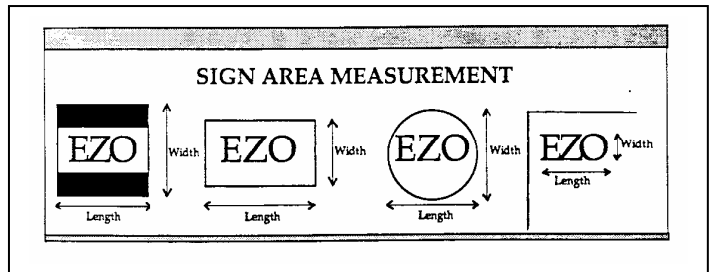
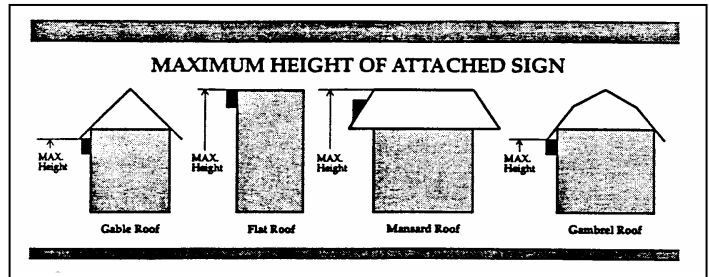


# TOWN OF ENFIELD - SIGN APPLICATION

[ Application # - Department use only ] : SAN # \_\_\_\_\_ / BAN # \_\_\_\_\_ / SPR or SUP # \_\_\_\_\_

## A COMPLETE SIGN APPLICATION CONSISTS OF ALL THE FOLLOWING:

1. A completed and signed application form: Please fill out both sides and provide all requested information regarding the site, existing signs, and any proposed sign[s].
2. A copy of proof of ownership of the site / building or a copy of a signed lease agreement.
3. Drawing of the sign showing:
  - a. Height, width, and depth with sq. ft. calculated;
  - b. Dimensions and color of text and background;
  - c. Location sketch[es]: Elevation sketch if attached sign / elevation of sign and site plan of site with location if freestanding sign;
  - d. Overall height of freestanding sign;
  - e. Method of illumination, if any.
4. If part of a multi-tenant building, proposed signs "shall be generally consistent" with any sign theme approved for the site by the Planning & Zoning Commission.
5. This form is to be used for all sign applications, whether type 'B' or 'C'
6. **FEES:** See fees under 'Permit Type' below. Please make checks payable to: **Town of Enfield.**



If you have questions, please review your application with the Zoning Enforcement Officer prior to submittal

mm/dd/yyyy

**DATE:** \_\_\_\_\_ **FEE:\$** \_\_\_\_\_ **plus \$60** [State fee; per application as applicable] = **TOTAL FEE \$** \_\_\_\_\_

**PERMIT TYPE** [Check one] **Actual EZO Section under which application is submitted:** \_\_\_\_\_

- \_\_\_\_\_ Type B (Planning Office approval, EZO Section 10.30.2B - temporary signs) **Fee:** \$35 per sign
- \_\_\_\_\_ Type B (Planning Office approval, EZO Section 10.30.2B - all others) **Fee:** \$20 per sign, plus \$1 / sq. ft.
- \_\_\_\_\_ Type B (PZC approval, EZO Section 10.30.2B[iii]) **Fee:** \$20 per sign, plus \$1 / sq. ft. above SUP / SPR fee
- \_\_\_\_\_ Type C (EZO Sections 10.30.2C & 9.10.1B) **Fee:** \$20 per sign, plus \$1 / sq. ft.

**SIGN APPLICATION FORM & FEES MUST BE SUBMITTED WITH SUP, SPR, & TYPE 'C' APPLICATIONS**

**Prior permit file numbers relating to site** [listed latest to oldest]: \_\_\_\_\_

### APPLICANT Mailing address

### RECORD PROPERTY OWNER

### BUSINESS NAME / SIGN LOCATION

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town / State / Zip

\_\_\_\_\_

\_\_\_\_\_

Map Lot Sequence #

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Zoning District \_\_\_\_\_

(If mailing address is a P.O. Box, insert correct zip code)

**Contact & Phone #** \_\_\_\_\_

**Applicant / Owner Signature:** \_\_\_\_\_

**Please print signature:** \_\_\_\_\_

DEPT. DATE STAMP

**SITE INFORMATION**

Distance to ROW	<u>M</u> ulti or <u>S</u> ingle Tenant Bldg.	Linear Feet Frontage [ of building or unit ]	Total ft. <sup>2</sup> Attached [existing]	Total ft. <sup>2</sup> Freestanding [existing]
<b>BUILDING:</b> _____	_____	_____	_____	_____
-----				
Linear Feet Frontage [ of site parcel ]				
<b>SITE:</b> _____	_____	_____	_____	_____

**SIGN INFORMATION****PROPOSED TYPE****ATTACHED****BANNER**  
[Temporary]**FREESTANDING**

NEW [count]	_____	_____	_____
REPLACEMENT [count]	_____	_____	_____
SIGN [H x W x D]	_____	_____	_____
SIGN [in □ ft.]	_____	_____	_____

Temporary banner, flag, hot/forced air balloon start/end dates: \_\_\_\_\_  
 Available banner posting days remaining in calendar year: \_\_\_\_\_

Overall freestanding  
sign height↓  
 \_\_\_\_\_

**OTHER / Describe:** \_\_\_\_\_ Sign illumination, if any: \_\_\_\_\_  
 (Must be filled out)

**SITE PLAN SKETCH**

\_\_\_\_\_

Indicate frontage road name[s] & north arrow

**SIGN ELEVATION SKETCH**

Include text, logos, and all design elements related to the sign. We do not regulate text but must document each sign completely.

**BE SURE TO CHECK WITH THE BUILDING DEPARTMENT AS WELL; SINCE YOU MAY  
NEED A BUILDING PERMIT TO GO ALONG WITH THE ZONING PERMIT.**